



WILLIAM T FUJIOKA
Chief Executive Officer

County of Los Angeles CHIEF EXECUTIVE OFFICE

713 KENNETH HAHN HALL OF ADMINISTRATION
LOS ANGELES, CALIFORNIA 90012
(213) 974-1101
<http://ceo.lacounty.gov>

June 4, 2008

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

**EXECUTIVE OFFICE OF THE BOARD OF SUPERVISORS/
CIVIL SERVICE COMMISSION
HALL OF ADMINISTRATION ROOM 522 RENOVATION
CAPITAL PROJECT NO. 87020
(FIRST DISTRICT) (3 VOTES)**

SUBJECT

Approval of these recommendations will allow the Civil Service Commission to renovate their existing office space in order to accommodate staffing needs as well as the number of people who attend Civil Service Commission hearings.

IT IS RECOMMENDED THAT YOUR BOARD:

1. Find that the project to renovate Room 522 in the Hall of Administration is categorically exempt from the provisions of the California Environmental Quality Act for the reasons stated in this Board letter and the project record.
2. Approve Capital Project (C.P.) No. 87020 and total project budget of \$330,000 for the Civil Service Commission – Hall of Administration Room 522 Renovation Project.

Board of Supervisors
GLORIA MOLINA
First District

YVONNE B. BURKE
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

3. Approve the appropriation adjustment transferring \$330,000 from the Board of Supervisors Executive Office's Fiscal Year 2007-08 Operating Budget to the Capital Projects/Refurbishments Budget to fund the Hall of Administration Civil Service Commission Renovation Project, C.P. No. 87020.
4. Authorize the Chief Executive Office and Internal Services Department to proceed and deliver the proposed project as described herein.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Approval of the recommended actions will allow for the renovation and reconfiguration of office space located in Room 522 on the fifth floor of the Hall of Administration to accommodate the space needs of the Civil Service Commission.

In Fiscal Year 2007-08, the Board of Supervisors Executive Office (Department) reallocated two vacant positions to the Civil Service Commission to support increases in the workload due to increases in the number of cases, which have occurred over the past three to four years. The existing space, however, will not accommodate the added staff. Further, the current configuration of the Civil Service Commission Hearing Room does not sufficiently accommodate the needs of the Commission, the Hearing Officers or the number of people who attend the hearings.

The proposed project will consist of the demolition and construction of interior walls to reconfigure the office space, and will include the purchase and installation of necessary electrical and information technology systems, modular furniture systems, flooring, painting and other appurtenant site improvements.

The renovation of the Civil Service Commission was designed with the assistance of an architect from the Chief Executive Office, and the renovation activities will be managed by the Executive Office Building Management Division and the Internal Services Department (ISD). ISD will provide demolition and construction services and will include the purchase and installation of necessary electrical and information technology systems, modular furniture systems, flooring, painting, and other appurtenant site improvements. The proposed renovation project is anticipated to be completed in October 2008. The project schedule is included in Attachment A.

Green Building/Sustainable Design

In support of the County's Green Building/Sustainable Design Policy, the project will incorporate the use of energy efficient fixtures and recycled materials to the extent feasible.

Implementation of Strategic Plan Goals

Approval of this project is consistent with the County Strategic Plan Goals of Service Excellence (Goal No. 1) and Organizational Effectiveness (Goal No. 3). As indicated above, this will provide sufficient work space for staff, which should improve the amount of time it takes to process appeals made to the Civil Service Commission.

FISCAL IMPACT/FINANCING

The estimated total project cost is \$330,000, which includes construction, rewiring of electricity and voice/data systems, modular furniture, moving costs, and ten percent of the base construction costs or \$30,000 in contingency/change order allowance.

The attached appropriation adjustment will transfer \$330,000 in one-time net County cost savings in the Department's Services and Supplies Budget to the Fiscal Year 2007-08 Capital Projects/Refurbishments Budget, under C.P. No. 87020. Upon your Board's approval, the attached appropriation adjustment will provide sufficient appropriation to fund the Hall of Administration Civil Service Commission Renovation Project. A project budget summary is included in Attachment A.

Operating Budget Impact

The Department does not anticipate an increase in ongoing costs to operate and maintain the improvements.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

None.

ENVIRONMENTAL DOCUMENTATION

In accordance with Section 15301, (a) of the State of California Environmental Quality Act (CEQA) Guidelines and Class 1, Subsection (d) of the County Environmental Guidelines adopted by your Board on November 17, 1987, the proposed renovation project is categorically exempt, insofar as it consists of minor alterations and reconfiguration of an existing facility involving no or negligible expansion of an existing use, including installation of interior partitions, modular furniture, wiring and electrical conveyances.

The Honorable Board of Supervisors
June 4, 2008
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CONTRACTING PROCESS

Not applicable.


IMPACT ON CURRENT SERVICES (OR PROJECTS)

To the extent possible, ISD will complete demolition and construction after normal work hours to minimize the impact on services provided to the public. During the renovation of the Civil Service Commission Hearing Room, the meetings will be temporarily relocated to either the Board Hearing Room or the hearing room used by the Employee Relations Commission in Room 374.

CONCLUSION

Please return one adopted, stamped copy of this letter to the Chief Executive Office, Facilities and Asset Management/Capital Projects.

Respectfully submitted,



WILLIAM T FUJIOKA
Chief Executive Officer

WTF:SAH:DL
JSE:DJT:RB:zu

Attachments

c: County Counsel
Internal Services Department

ATTACHMENT A

**BOARD OF SUPERVISORS EXECUTIVE OFFICE -
HALL OF ADMINISTRATION - CIVIL SERVICE COMMISSION RENOVATION
CAPITAL PROJECT NO. 87019
(FIRST DISTRICT) (3 VOTES)**

I. PROJECT SCHEDULE

Project Activity	Scheduled Completion Date
Project Needs Assessment	Feb. 2008
Project Feasibility	Feb. 2008
Project Program Validation	March 2008
Design	April 2008
Construction Contract Award	N/A
Construction Field Acceptance Final Acceptance	Sept. 30, 2008 Oct. 30, 2008

II. PROJECT BUDGET SUMMARY

Budget Category	Proposed Total Project Budget
Land Acquisition	N/A
Construction	
(a) Construction	\$280,000
(b) Change Orders	\$30,000
Equipment	\$20,000
Plans and Specifications	\$0
Consultant Services	\$0
Miscellaneous Expenditures	\$0
Jurisdictional Review and Plan Check	\$0
County Services	\$0
TOTAL	\$330,000

COUNTY OF LOS ANGELES
REQUEST FOR APPROPRIATION ADJUSTMENT NO.
BOARD OF SUPERVISORS

DEPT'S.

May 8, 2008

AUDITOR-CONTROLLER.

THE FOLLOWING APPROPRIATION ADJUSTMENT IS DEEMED NECESSARY BY THIS DEPARTMENT. WILL YOU PLEASE REPORT AS TO
ACCOUNTING AND AVAILABLE BALANCES AND FORWARD TO THE CHIEF EXECUTIVE OFFICER FOR HIS RECOMMENDATION OR

ACTION.

ADJUSTMENT REQUESTED AND REASONS THEREFOR

FY 2007-08

3-VOTES

SOURCES

Board of Supervisors

A01 - BS - 10010 - 2000

Services & Supplies - \$330,000

Decrease Appropriation

USES

CP - Civil Service Commission - HOA

Room 522 Renovation

A01 - CP - 6014 - 65060 - 87020

Fixed Assets - Building and Improvements - \$330,000

Increase Appropriation

JUSTIFICATION

To transfer appropriation from the Board of Supervisors to Capital Projects to fund Civil Service Commission -
Hall of Administration Room 522 Renovation.

Delia Gaurah 5/8/08 ✓
ADOPTED
Chief, Fiscal Services
BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

CHIEF EXECUTIVE OFFICER'S REPORT

13

JUN 04 2008

Sachi A. Hamai
SACHI A. HAMAI
EXECUTIVE OFFICER

REFERRED TO THE CHIEF
EXECUTIVE OFFICER FOR---

ACTION

APPROVED AS REQUESTED

AS REVISED

✓ RECOMMENDATION

May 19 2008

Jim J. [Signature]
CHIEF EXECUTIVE OFFICER

AUDITOR-CONTROLLER BY

BY

Karen Shikuma
May 13 2008

APPROVED (AS REVISED):
BOARD OF SUPERVISOR:

20

BY

DEPUTY COUNTY CLERK

NO.

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